

SAN FRANCISCO
HEALTH SERVICE SYSTEM
Affordable, Quality, Benefits & Well-being

Content Model
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.rollingorange

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Basic Page

A generic content page. This should be used for general information.

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Title		Text Field	No	Yes		
Body		Long Text	No	Yes	Uses WYSIWYG editor	
Hero Image		Image	No	No		
Related Information	A list of links to content relevant to the currently displayed page	Link	Yes	No	Can link on or off the site	
Step by step	A numbered list of short text blocks at the bottom of the page, typically used to describe the steps in a process	Paragraph	Yes	No		https://finance.princeton.edu/how-to/financial-systems-reporti/access-systems-modify-you/request-access-to-peoples/index.xml

Example: http://www.myhss.org/member_services/mission.html

Blog Post

A post that can be created by a number of different authors, describing current news or events. All posts will appear in one blog listing.

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Title		Text	No	Yes		
Body		Long Text	No	Yes	Would use a WYSIWYG editor	
Category	A curated list of blog post category topics. This should be a fairly short list. The blogger would select one or more from a list.	Taxonomy	Yes	Yes		
Tags	A free tagging list of terms that can be entered by the blogger as a comma separated list	Taxonomy	Yes	No		
Author	Post author. The blog listing will be able to show all posts by a particular author	User	No	Yes		
Post Date	Date the blog post was published	Date	No	Yes		

Example: <https://www.sfmta.com/about-sfmta/blog>

Employee Group

Describes the benefits and plans different types of employees and past employees are eligible for.

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Title		Text	No	Yes		
Body		Long Text	No	Yes		
Documents	PDF and document title	PDF	Yes	Yes		2016 SFUSD Benefits Guide
Related Plans	List of Plans beneficiary is eligible for	Benefit	Yes	Yes		

Example: <http://www.myhss.org/benefits/sfusd.html>

Benefit

Describes the benefits and plans provided by different vendors to current and past employees.

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Title		Text	No	Yes		
Body		Long Text	No	Yes		
Date Range	Date range for listed documents	Text	No	Yes		January - December 2016
Employee Medical Documents	Summary of Benefits and evidence of coverage documents	PDF	Yes	No		
Retirees With Medicare Medical Documents		PDF	Yes	No		Summary of Benefits 65 Plus.pdf Summary of Benefits Access.pdf
Additional Benefits		Long Text	No	No		Blue Shield Additional Benefits Behavioral Health - call (877) 263-9952 for information about Blue Shield behavioral health benefits. Wellness Discounts and Resources UCH Voluntary Benefits
Contact Information		Long Text	No	No		
Claims	List of items related to claims	Long Text	No	No	Mix of PDFs and links to outside resources.	
Other Benefits		Long Text				Behavioral Health: (866) 282-0125
Plan Type	One of: <ul style="list-style-type: none"> • Medical • Dental & Vision • Other Benefits • Voluntary Benefits 	Taxonomy	No	Yes		
Plan Year	Year for Employees and Retirees title for Dental and Vision plans.	Text	No	Yes		January 2017
Employee Dental/ Visual Documents		PDF	Yes	No		

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Retirees Dental/Visual Documents		PDF	Yes	No		

Example: http://www.myhss.org/benefits/blue_shield.html

Board Meeting

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Title		Text Field	No	Yes		
Date		Date	No	Yes		
Meeting Agenda		PDF	No	No		
Approved Minutes		PDF	No	No		
Other Notices	Cancellation Notice or Special Meeting Notice	PDF	Yes	No		Director Report, Aetna Report, Management Report, Draft Member Rules, Colorful Choices, Adoption Benefit, Financial Report, Ops, Finance, Well-Being, Data Analytics, Section 125
Body		Long text	No	No		
Attachments	List of reports, etc as PDFs.	PDF	Yes	No		
Board meeting audio	mp3 file and description	mp3	No	No		
Streaming Video	YouTube or SFGovTV link					
Tags	Free tagging for board meetings	Taxonomy	Yes	No		

Example: http://www.myhss.org/health_service_board/2015/regular_meeting_121015.html

Committee Meeting

A detail page that describes a Form and contains links to the form, typically a PDF file.

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Title		Text Field	No	Yes		
Date		Date	No	Yes		
Type	<ul style="list-style-type: none"> • Governance • Finance & Budget • Membership Rules 	Taxonomy	No	Yes		
Agendas	Agenda and attachments documents	PDF	Yes	No		
Notes	Can be a room number and time or link to minutes	Long Text	No	No		

Example: http://www.myhss.org/health_service_board/committees_2015.html

Event

Events, meetings, and other gatherings. Events may have an optional end time, and may be repeating. Events may be featured so they can appear on the home page or other landing pages.

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Title		Text Field	No	Yes		
Body		Long Text	No	Yes	Uses WYSIWYG editor.	
Date	Date and time, start and optional end. Repeating is optional.	Date	Yes	Yes		
Type	How this event is categorized: <ul style="list-style-type: none"> • Group Exercise • Interactive Seminar • Wellness Coaching • Special Event • Online programs/challenges 	Taxonomy	Yes	No		
Category	Flu, Health Fair	Taxonomy				
Featured	Yes/No	Boolean	No	No		
Related Events	Links to other events on the site calendar	Link	Yes	Yes		
Event Link	Link to event web site	Link	No	No		
PDF	PDF file describing event	File	No	No	restricted to .pdf files	
Location	Address of event. Includes: <ul style="list-style-type: none"> Location Name Street Address Room Name City Zip Google Map link 	Location	No	Yes		

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Location Tag	Location of event name <ul style="list-style-type: none"> • HSS Wellness Center • City Hall • Library • One South Van Ness 	Taxonomy	No	No		
Cost	Does the event require payment	Text Field	No	No		
Instructor		Text Field				
More Info/Site Contact		Long Text	No	No		

Example: <http://www.myhss.org/events/seminars.html>

News

Links to external news sources.

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Title	Title	Text	No	Yes		
Publish Date	Publish date for the news item (different from the Created On date in Drupal)	Date	No	Yes		
News Source	Name of the news provider	Text	No	Yes	(Could be taxonomy to keep spelling consistent)	SF Chronicle
News Link	External link to news story	Link	No	Yes	Opens in a new window	

Example: http://www.myhss.org/member_services/newsroom.html

Web Form

On online form. Users will submit data using the form, and admins will be able to view and export submitted form data. In Drupal, this would be provided using the webform module.

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
Title	Title of this service	Text	No	Yes		
Description		Long Text	No	No	WYSIWYG	
Fields	Form fields	Input	Yes	Yes	Different field types are available	

Example: <https://www.surveymonkey.com/r/6C78K8F?sm=WgFx71qj3qSB433%2f3834Pg%3d%3d>

Wellness Champion

On online form. Users will submit data using the form, and admins will be able to view and export submitted form data. In Drupal, this would be provided using the webform module.

Field	Description	Type	Multiple?	Required?	Notes	Example(s)
First Name		Text	No	Yes		
Last Name		Text	No	Yes		
Dept		Taxonomy	No	Yes	Free tagging	ADM, AMD-MOD, ADM-County Clerk
Email		Email	No	Yes		
Phone		Text	No	Yes		
Address/Location	Address of Champion: Street Room City State Zip	Location	No	Yes		

Example: <https://www.surveymonkey.com/r/6C78K8F?sm=WgFx71qj3qSB433%2f3834Pg%3d%3d>